Missouri
State Homeland Security
Grant Program

Law Enforcement Terrorism Prevention Program
Grant Application

April 8, 2004

Proposals Due: April 30, 2004

Law Enforcement Terrorism Prevention Grant

The Missouri State Homeland Security Grant Program is making reimbursable grant funds available to provide law enforcement agencies with basic CBRNE response capability. Funds from this grant program are for the purpose of enhancing or supplementing a local law enforcement agency's ability to prevent, deter, respond to, and recover from threats and incidents of terrorism.

The FY2004 LETPP seeks to provide law enforcement with enhanced capabilities for detecting, deterring, disrupting and preventing acts of terrorism. The FY2004 LETPP will provide funding to support the following prevention activities: 1) information sharing to preempt terrorist attacks; 2) target hardening to reduce vulnerability of selected high value targets; 3) threat recognition to recognize the potential or development of a threat; 4) intervention activities to interdict terrorists before they can executed a threat; and 5) interoperable communications.

Allowable costs fall into four functions:

Function 1: Planning

Planning funds may be used to pay for the following types of planning activities **only**:

(Categories)

- Development of and participation in information/intelligence sharing groups
- Point vulnerability analyses and assessments
- Development and review of site security buffer zone plans
- Soft target security planning (public gatherings)
- Development, implementation and review of Area Maritime Security Plans for ports, waterways, and coastal areas.
- Updating and refining threat matrices
- Conducting local or regional implementation meetings
- Hiring of full or part-time staff or contractors/consultants to assist with intervention activities (not for the purpose of hiring public safety personnel)
- Developing or updating local or regional communications plans
- Development or enhancement of cyber security and risk mitigation plans
- Conducting cyber risk and vulnerability assessments

Authorized Organizational and Activities:

Overtime costs may be used for personnel to participating in information, investigative and intelligence sharing activities specifically related to homeland security. This includes activities such as Anti-Terrorism Task Forces, Joint Terrorism Task Forces, and Terrorism Early Warning Groups. Funding may not be used to supplant ongoing, routine public safety activities of State and local law enforcement. No more than 20% of LETPP funds may be used for overtime costs associated with the organizational activities noted above without prior approval from ODP. If a state or local law enforcement agency wishes to exceed the 20% overtime limit, a written request may be submitted to DHS-ODP through the SAA. The SAA will be notified of DHS-ODP's decisions within two weeks.

Function 2: Equipment

Authorized equipment purchases may be made in the following categories. **However, the equipment must be listed in the FY 04 LETPP Equipment List located at http://sema.dps.mo.gov/terrorism.htm.** Do not request equipment that requires a higher level of training than you can achieve.

Categories

- Personal Protective Equipment (PPE)
- Explosive Device Mitigation and Remediation Equipment
- Interoperable Communications Equipment
- Physical Security Enhancement Equipment
- Terrorism Incident Prevention Equipment
- CBRNE Logistical Support Equipment
- CBRNE Incident Response Vehicles
- CBRNE Reference Materials
- CBRNE Response Watercraft
- Intervention Equipment
- Cyber Security Enhancement Equipment
- Other Authorized Equipment

Function 3: Training

Funds may be used to enhance the capabilities of local emergency preparedness and response personnel through development of a homeland security training program.

To facilitate the development of training consistent with the ODP Emergency Responder Guidelines and Prevention and Deterrence Guidelines, jurisdictions are encouraged to adopt the current ODP awareness and performance level courses noted below.

Campus Law Enforcement Awareness Training on WMD
AWR-100 Emergency Response to Terrorism: Basic Concepts
AWR-101 Emergency Response to Terrorism: Basic Concepts(Train-the-Trainer)
AWR-102 Emergency Response to Terrorism: Basic Concepts (Self-Study)
AWR 103 WMD Crime Scene Management for Emergency Responders
AWR-110 Terrorism Awareness for Emergency Responders (Internet)
AWR-111 Emergency Medical Services (EMS): Basic Concepts for WMD
Incidents (Internet)
AWR-112 Public Works: Basic Concepts for WMD Incidents (Internet)
AWR-120 Law Enforcement Response to WMD – Awareness
AWR-121 Law Enforcement Response to WMD – Awareness (Train-the-Trainer)
AWR-130 Incident Response to Terrorist Bombings – Awareness
AWR-140 WMD Radiological/Nuclear Awareness
AWR-141 WMD Radiological/Nuclear Awareness (Train-the-Trainer)
PER-200 Managing Civil Actions in Threat Incidents (MCATI): Basic Course
(Train-the-Trainer)
PER-225 Law Enforcement Response to WMD – Operations Level (Train-the-Trainer)
PER-251 Emergency Response to Terrorism: Operations Course (Train-the-Trainer)

Note: In order to deliver these courses, instructors must have been certified to deliver the course by successfully completing ODP's Train-the-Trainer course delivery.

For a detailed description of each of these courses, please refer to the ODP WMD Training Course Catalog located at http://www.ojp.usdoj.gov/odp/.

Grantees may not use grant funds to support attendance at and/or development of non-ODP sponsored training.

Training-related cost categories include:

1. Overtime and backfill funding for emergency preparedness and response personnel attending ODP-sponsored and approved training classes - Payment of overtime expenses will be for work performed in excess of the established work week (usually 40 hours). Further, overtime payments are allowed only to the extent the payment for such services is in accordance with the policies of the local government and has the approval of the State or the awarding agency, whichever is applicable. In no case is dual compensation allowable. That is, an employee of a unit of government may not receive compensation from their unit or agency of government AND from an award for a single period of time (e.g., 1:00 pm to 5:00 pm), even though such work may benefit both activities. Fringe benefits on overtime hours are limited to FICA, Workers' Compensation and Unemployment Compensation.

2. Training Workshops and Conferences - Grant funds may be used to plan and conduct training workshops or conferences to include costs related to planning, meeting space and other meeting costs, facilitation costs, materials and supplies, travel and training plan development.

3. Full or Part-Time Staff or Contractors/Consultants - Full or part-time staff may be hired to support training-related activities. Payment of salaries and fringe benefits must be in accordance with the policies of the local unit(s) of government and have the approval of the awarding agency. The applicant's formal written procurement policy or the Federal Acquisition Regulations (FAR) must be followed.

4. Travel - Travel costs (i.e., airfare, mileage, per diem, hotel, etc.) are allowable as expenses by employees who are on travel status for official business related to the planning and conduct of the training project(s) or for attending ODP-sponsored courses. These costs must be in accordance with either the federal or an organizationally approved travel policy.

5. Supplies - Supplies are items that are expended or consumed during the course of the planning and conduct of the training project(s) (e.g., copying paper, gloves, tape, and non-sterile masks).

6. Other Items - These costs include the rental of space/locations for planning and conducting training, badges, etc.

<u>**Function 4: Exercises**</u>

Funds may be used to plan for, design, develop, conduct, and evaluate exercises that train homeland security preparedness, prevention and response personnel, evaluate prevention and response plans, policy, procedures and protocols, and assess the readiness of jurisdictions to prevent and respond to a terrorist attack. Exercises must be threat and performance-based, in accordance with ODP's Homeland Security Exercise and Evaluation Program (HSEEP) Manuals (See http://www.shsasresources.com).

After Action Reports (AAR) must be submitted following completion of each exercise before any Requests for Reimbursements will be made.

Exercise-related cost categories include:

1. Exercise Planning Workshop - Grant funds may be used to plan and conduct an Exercise Planning Workshop to include costs related to planning, meeting space and other meeting costs, facilitation costs, materials and supplies, travel and exercise plan development.

2. Full or Part-Time Staff or Contractors/Consultants - Full or part-time staff may be hired to support exercise-related activities. Payment of salaries and fringe benefits must be in accordance with the policies of the local unit(s) of government and have the approval of the awarding agency. The applicant's formal written procurement policy or the Federal Acquisition Regulations (FAR) must be followed.

3. Overtime and backfill costs – Overtime and backfill costs associated with the design, development and conduct of CBRNE exercises are allowable expenses. Payment of overtime expenses will be for work performed by employees in excess of the established workweek (usually 40 hours) related to the planning and conduct of the exercise project(s). Further, overtime payments are allowed only to the extent the payment for such services is in accordance with the policies of the unit(s) of local government and has the approval of the awarding agency. In no case is dual compensation allowable. That is, an employee of a unit of government may not receive compensation from their unit or agency of government AND from an award for a single period of time (e.g., 1:00 pm to 5:00 pm), even though such work may benefit both activities. Fringe benefits on overtime hours are limited to FICA, Workers' Compensation and Unemployment Compensation.

4. Travel - Travel costs (i.e., airfare, mileage, per diem, hotel, etc.) are allowable as expenses by employees who are on travel status for official business related to the planning and conduct of the exercise project(s). These costs must be in accordance with an organizationally approved travel policy.

5. Supplies - Supplies are items that are expended or consumed during the course of the planning and conduct of the exercise project(s) (e.g., copying paper, gloves, tape, and non-sterile masks).

6. Other Items - These costs include the rental of space/locations for exercise planning and conduct, exercise signs, badges, etc.

Unauthorized Program Expenditures

Unauthorized program expenditures include: 1) expenditures for items such as general-use software (word processing, spreadsheet, graphics, etc), general-use computers (other than for allowable M&A activities, or otherwise associated preparedness or response functions) and related equipment, general-use vehicles, licensing fees, weapons systems and ammunition; 2) activities unrelated to the completion and implementation of the SHSP; 3) other items not in accordance with the Authorized Equipment List or previously listed as allowable costs; and, 4) construction or renovation of facilities.

Funds Available

Funds from the LETPP portion of the FY 2004 State Homeland Security Grant will be used by the state to:
   a) make a bulk purchase of equipment to distribute among all law enforcement officers in the state, and
   b) redistribute remaining grant funds to jurisdictions applying on a competitive basis.

Eligibility

Any law enforcement agency in the State of Missouri with state commissioned law enforcement officers assigned is eligible.

Grant Period:

Grant funds will be made available to recipients for reimbursement around September 1, 2004. The grant period is approximately a two year period. All reimbursement for purchases must be linked to a SEMA-approved budget and meet all state and local procurement guidelines.

Applying for Funds

Distribution of these funds for the State of Missouri will be through competitive grants to eligible jurisdictions. **Written proposals must be completed using the attached Grant Application and received by SEMA April 30, 2004.**

Submit written applications to:

SEMA
Attn: Ricky Presberry
P.O. Box 116
Jefferson City, MO 65102

Questions or Comments?

Contact: Ricky Presberry   573-526-9223   Ricky.Presberry@sema.dps.mo.gov

Law Enforcement Terrorism Prevention Program
GRANT APPLICATION

Jurisdiction: _____

Contact Person: _____

Address: _____

_____

County: _____ Phone Number: (   ) _____

E-mail Address:_____

Project Description: Issues/problems you will be addressing with these funds (This Grant Application <u>must</u> be completed to be considered for the competitive portion of this grant).

The above grant application is for your jurisdiction to include any issues/problems that will be addressed with the available ODP funds. To help you prepare your budget, an excel spreadsheet can be found on the SEMA web page (sema.dps.mo.gov). Use this format when preparing your Budget. Both the above grant application and budget worksheet must be completed in order for your department to be considered for the competitive portion of this grant.

Budget:

To help you prepare your budget, an excel spreadsheet can be found on the SEMA web page. Use this format to prepare your Budget.

Sample Budget Detail Worksheet for Direct Purchases of Equipment

Function	Category	Item	Quantity	Unit Cost	Total Cost
Equipment	PPE	SCBA - 30 min.	10	$50	$500
		HEPA filters	100	$7.47	$747
	Detection	Chemical Agent Monitor	2	$7000	$14,000
	Communications	Radio Interconnect System	3	$50,000	$150,000
			Total		$164,500

<u>Sample Budget Detail Worksheet for Direct Purchases of Exercise, Training, Planning</u>

Function	Category	Item	Amount
Training	Overtime	Support attendance at Incident Response to Terrorist Bombings Course	$750
Exercises	Contractor	Design CBRNE Exercise Program	$130,000
Planning	Personnel	Grant Manager	$50,000
		Total	$180,950

Budget Justification (Please explain why you chose what you did and if you left a function without funding, please explain your rationale):